



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

March 4, 2009

Annet Forrest, Director  
Trav-L-World College  
13101 W. Washington Blvd  
Los Angeles, CA 90066

Dear Ms. Forrest:

RE: FINAL MONITORING VISIT REPORT for Trav-L-World College - ET07-0196

Date of the Visit:	2/18/09
Beginning/Ending Time:	12:30 p.m. – 3:00 p.m.
Date of Last Visit:	10/10/07
Visit Location:	Los Angeles
Persons in attendance:	Annet Forrest, Director, Trav-L-World College Gilberto Pelaez, ETP Analyst
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	11/07/06 – 11/06/08	Agreement Amount:	\$199,640
Training Start Date:	12/11/06	No. to Retain:	92
Date Training must be Completed:	8/06/08	Range of Hours:	90 - 140
Type of Trainee:	New Hire	Weighted Ave. Hours:	120

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ETP (04/15/05)

## **FINAL REPORT SUMMARY:**

### **• HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 11/22/06 and training began on 12/11/06. You reported that all training was completed on 12/13/07, which allows for the 90-day retention period to be completed within the term ending date of the Agreement on 11/06/08.

### **• FINAL PROJECT STATICS**

During the prior monitoring visit on 10/10/07, based on the findings delineated on the monitoring report dated 10/24/07, it was determined that to avoid a potential overpayment, a recommendation to process final payments for credit only until all reimbursements (\$35,497.75) already made to you had been earned was submitted to the Fiscal Unit.

According to your records, 21 Job 3 trainees completed training of which 16 completed their 90-day retention period, and five who completed training are unaccounted for because you lost contact with them. You indicated that thus far, you have submitted final invoices for 14 trainees and will submit a final invoice for two more trainees who completed training/retention. This will bring the total number of trainees who completed training/retention to 16 (17% of planned retentions).

Current ETP records show that Trav-L-World has received \$35,497.75 in progress payments and there are currently 14 placements in review to determine their eligibility for reimbursement. To earn the \$35,494.75 already paid to you, you would have to place 16 trainees with eligible employers and meet all ETP requirements. The review of all final invoices submitted to ETP, once completed, will determine if Trav-L-World has earned sufficient funds to avoid an overpayment.

## **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed all Training	Number Trainees Placed (New Hires)	Number of Trainees Completed Retention
1	12	2	2	0	0	0
2	18	0	0	0	0	0
3	62	30	5	21	16	16
<b>Totals :</b>	92	32	5	21	16	16

The above data differs from the data on the Contract Status Report because two trainees in Job 1 and nine trainees in Job 3 have not been dropped by the Contractor.

### • ***INTERVIEW WITH CONTRACTOR***

In regards to Trav-L-World not being able to complete the specified number of trainees to be retained, you indicated that despite frequent contacts/presentations with several welfare offices, EDD, and community organizations in your area, you had difficulty in recruiting qualified trainees, particularly for the Welfare to Work Job. You also reported that many of the individuals you interviewed for Jobs 1 and 3 did not qualify due to the strict background and legal requirements of the security guard job. Further, all Welfare to Work referrals you interviewed had felonies and/or misdemeanors that prevented them from obtaining the security guard permit.

### **ATTENDANCE ROSTERS/ INVOICES:**

To verify the provision of training, the Analyst review all attendance rosters for 12 Job 3 trainees billed for final payment on Invoices 19,20,21,23, 25 and 26. The rosters reviewed contain the required information and signatures, and the training hours completed by the trainees were validated.

### **AUDIT:**

Trav-L-World College will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Mr. Pelaez at (818) 755-1323 or by email at [gpelaez@etp.ca.gov](mailto:gpelaez@etp.ca.gov) within ten (10) working days from the receipt of this letter.

Sincerely,

**Signature on file**

Dolores Kendrick, Manager  
North Hollywood Regional Office

**Signature on file**

Gilberto Pelaez, Contract Analyst  
North Hollywood Regional Office

cc: David Guzman, Chief, Program Operations & Audit  
Kulbir Mayall, Manager, Certification & Fiscal Unit  
Master File  
Project File

Date report mailed to Contractor 3/13/09